

Michigan Department of Consumer & Industry Services  
**MICHIGAN LIQUOR CONTROL COMMISSION (MLCC)**  
7150 Harris Drive, P.O. Box 30005  
Lansing, Michigan 48909-7505

Commission Use Only

Request ID # \_\_\_\_\_

## REQUEST FOR LICENSE TO BE PLACED IN ESCROW

(Authorized by MAC R 436.1107)

**INSTRUCTIONS:** Fill out all lines of this request and attach the licenses before returning to the Commission. If the licenses were destroyed attach a signed affidavit attesting that the licenses were destroyed.

To the Liquor Control Commission:

I request that the \_\_\_\_\_ licenses issued by the Commission

In the name of \_\_\_\_\_

at (address) \_\_\_\_\_

d/b/a \_\_\_\_\_

be placed in escrow for approximately \_\_\_\_\_ months, for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_

It is my intention to:

\_\_\_\_\_ reactivate      \_\_\_\_\_ change location      \_\_\_\_\_ transfer ownership  
\_\_\_\_\_ surrender the license(s) for cancellation      \_\_\_\_\_ other (please describe)

\_\_\_\_\_  
\_\_\_\_\_

as soon as proper provisions can be made to do so.

In the event of sale of the business and request for transfer of the license, I understand that all furniture, equipment, fixtures, materials and supplies associated with the business must be included in the transfer.

It is understood that the licenses will remain in escrow only until the expiration date, and will be renewed only upon receipt of the properly executed renewal forms, fees, and placement of the licenses into active operation as required by R 436.1107 of the Michigan Administrative Code.

\_\_\_\_\_  
Licensee Signature Date

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Licensee Signature Date

\_\_\_\_\_  
Home Address

**For your information, R 436.1107 RENEWAL OF LICENSE, Rule 7 of the Michigan Administrative Code states:**

- (1) A license which is not in active operation, shall be placed in escrow with the Commission. The Commission shall not renew a license in escrow until such time as the license is put into active operation.
- (2) A license shall have only 1 year after the expiration of the license to renew the license and put the license into active operation, except upon written order of the Commission after a showing of good cause. If the licensee fails to renew the license within 1 year after its expiration, and the Commission does not extend the length of time for renewal, all rights to the license shall terminate.
- (3) If the Commission extends the length of time for which a licensee may renew the license, the licensee shall pay the required license fee for each elapsed licensing year prior to placing the license in active operation.
- (4) A licensee shall pay the required license fee prior to the Commission's renewal of the license.

**PLEASE BE ADVISED, AT THE TIME A REQUEST FOR RELEASE IS RECEIVED, THE COMMISSION WILL REQUIRE AN INSPECTION BY OUR ENFORCEMENT INVESTIGATOR IF THE BUSINESS HAS BEEN CLOSED FOR OVER SIX MONTHS OR A FIRE HAS OCCURRED AT THE ESTABLISHMENT. IF YOU HAVE MADE OR WILL MAKE ANY CHANGES IN THE OWNERSHIP OF THE BUSINESS OR TO THE LICENSED ESTABLISHMENT, PLEASE PROMPTLY NOTIFY THIS OFFICE AS A FULL INVESTIGATION MAY BE REQUIRED PRIOR TO THE RELEASE OF THIS LICENSE FROM ESCROW.**